



City of Lowell Planning Board

Application for Preliminary Concept Approval of a Subdivision

Effective June 1, 2007

OFFICIAL USE:

Date of Receipt: _____ Received By: _____ Date of Approval: _____
Complete _____ Not Complete _____ Date : _____

The following application is made to the City of Lowell Planning Board in accordance with the provisions of Massachusetts General Law Chapter 41, Sections 81K-81GG, "The Subdivision Control Law," and the City of Lowell Subdivision Regulations.

1. Application Information

Address of Property Location: _____

Owner: _____

Address: _____

Zip Code: _____ Telephone No. _____ FAX No. _____

Email: _____

Second Owner (if applicable): _____

Address: _____

Zip Code: _____ Telephone No. _____ FAX No. _____

Email: _____

Owner's Agent: _____

Title: _____

Address: _____

Signature: _____

Telephone No: _____ FAX No.: _____

Email: _____

Tenant/Lessee/Purchaser (If Applicable): _____

Title: _____

Address: _____

Signature: _____

Telephone No: _____ FAX No.: _____

Email: _____

2. Property Information

Zoning District: _____

Number Of Proposed Lots: _____

Residential: _____ Commercial: _____ Industrial: _____ Institutional: _____

Non-Buildable: _____ Other (please describe): _____

Land Area (Square Feet): _____

Length of New Road (Linear Feet): _____

3. Brief Summary of Proposed Work (Attach Additional Sheets if Needed)

4. Preliminary Subdivision Plan Submission Requirements

(PROVIDE ONE (1) ORIGINAL AND FIVE (5) COPIES OF ALL PLANS, NARRATIVE, AND APPLICATION)
IF SUBMITTING DRAINAGE CALCULATIONS, PLEASE SUBMIT ONLY THREE (3) COPIES OF THE CALCULATIONS
Incomplete applications will be automatically rejected and returned to the applicant.

Place a check mark next to each item to confirm that it is included in this package:

- ___ A. Completed Application for Preliminary Concept Approval of a Subdivision (this form).
- B. Plan(s) at scale 1" = 50 (unless waived by the Planning Board) drawn by registered land surveyor including the following information (show on multiple sheets for ease of reading):
- ___ The words "Preliminary Plan" clearly visible;
- ___ Subdivision name, north arrow, date and scale.
- ___ Name and address of the recorded owner and the Registered Civil Engineer & Surveyor.
- ___ Location and names of adjacent subdivisions and names of owners of adjacent lots or tracts as disclosed by the records of the Board of Assessors.
- ___ Locations, names and dimensions of adjacent streets and other public and private ways as disclosed by records of the Department of Public Works, Division of Engineering.
- ___ Size and location of existing storm drains, storm and sanitary sewers, water mains and their appurtenances, as disclosed by records of the Department of Public Works, Division of Engineering, and the location of existing buildings within an immediately adjacent to the subdivision.
- ___ Locations, proposed names and dimensions of all proposed streets and of other ways or areas for public use, and of easements within the area concerned.
- ___ Proposed lot lines with approximate areas and dimensions.
- ___ Plan of the proposed drainage and drainage calculations, which will be reviewed by the Lowell Engineering Department.

- ____ Profiles of proposed streets on a horizontal scale of 50 feet to an inch and a vertical scale of 5 feet to an inch, showing existing and proposed grades along the center line extending at least one hundred (100) feet in each direction on abutting streets.
- ____ Topography of the land in a general manner, unless waived by the Board.
- ____ Proposed plan for a street lighting system on proposed streets.
- ____ C. A narrative or impact study(ies) if requested by the Planning Board.
- ____ D. Filing fees as established by the Lowell Planning Board and Lowell City Council.

5. Authorization (Must be Signed by the Owner of the Property)

I am the record owner of the property for which this application is being filed and as such, I am familiar with the work proposed to be carried out on my property.

I hereby give permission for this application to be filed with the full understanding that certain restrictions may be placed on the property relative to the approval of the proposed work.

I further certify that under the penalties of perjury, I am authorized to sign this application.

Name (Please Print): _____

Title: _____

Signature: _____

Date: _____

If representing a group, corporation, or other organization please attach a copy of the vote authorizing you to act on behalf of such organization for the purposes of this application.

An application will not be considered complete and will not be submitted to the Planning Board for its action until all required documentation/information has been submitted to the Planning Board Administrator and filed with the City Clerk by the correct deadline. Regular meetings of the Planning Board are generally held on the first and third Monday of the every month (only one meeting is held in July, August, and December). Completed site plan applications are generally due by NOON on the Friday that is 31 days prior to the regularly scheduled Planning Board meeting when a public hearing will be held. For a complete schedule, please contact the Planning Board Administrator or log on to www.lowellma.gov/depts/DPD/permitting.

Submit all required materials to:

Aaron Clausen, Associate Planner/Planning Board Administrator
Division of Planning and Development, JFK Civic Center, 50 Arcand Drive, Lowell, MA 01852
(978) 446-7200, fax: (978) 446-7014, email: aclausen@lowellma.gov
www.lowellma.gov